Date: [Insert Date]

To: [Heir Tracer Name/Agency Name]
Address: [Insert Address]
Email: [Insert Email]

Re: Letter of Instruction - Forensic Genealogical Research

Estate of: [Deceased Full Name]
Date of Death: [Insert Date]
Jurisdiction: [Insert County/State/Country]

Dear [Name of Contact],

I am writing to formally instruct your services to conduct forensic genealogical research regarding the estate mentioned above. The objective of this assignment is to identify, locate, and verify all legal heirs-at-law entitled to inherit under the statutes of intestate succession.

1. Scope of Work:
You are requested to provide a comprehensive genealogical report and an affidavit of kinship. This should include:

- Identification of all qualifying heirs within the [Insert Degree, e.g., 2nd or 3rd] degree of consanguinity.
- Verification of births, marriages, and deaths through official vital records.
- Due diligence efforts to locate missing or unknown heirs.
- A detailed family tree chart illustrating the relationship to the decedent.

2. Known Information:
To assist in your search, the following information is provided:

- Decedent's Last Known Address: [Insert Address]
- Social Security Number (if known): [Insert SSN]
- Known Relatives: [Insert Names and Relationships]
- Preliminary Research Attached: [Yes/No]

3. Reporting and Timeline:
Please provide a preliminary status update by [Insert Date]. The final report and supporting documentation must be delivered no later than [Insert Deadline].

4. Fees and Expenses:
Our agreement is based on [Insert Fee Structure: e.g., an hourly rate of $X / a flat fee of $X / a contingency basis]. Any individual expense exceeding $[Insert Amount] must be approved in writing before being incurred.

Please acknowledge receipt of this letter and confirm your acceptance of these instructions by signing below or replying via email.

Sincerely,

[Your Name]
[Your Title, e.g., Executor / Attorney]
[Your Phone Number]